KENNESAW STATE UNIVERSITY
NORMAN J. RADOW COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

PROFESSIONAL DEVELOPMENT FUND EXPENDITURE GUIDELINES

Professional development funding can be provided to employees. Funding must be spent by the end of the fiscal year. Professional development refers to activities that enhance an employee's skills, knowledge, or competencies in a way that supports their current role, enhances job performance, and aligns with institutional goals.

Examples of allowable expenses for professional development funding are provided below. In all instances, there must be a clear business purpose for purchases/expenses.

Faculty

- Conference registration and travel
- Trainings and workshops (HR and/or financial compliance approval required)
- Instructional materials and resources
- Memberships in associations and professional organizations (form required)
- Books supporting instruction
- Books supporting research*
- Research travel*
- Research support*

Staff

- Conference registration and travel
- Courses (HR and/or financial compliance approval required)
- Trainings and workshops (HR and/or financial compliance approval required)
- Books and other instructional and learning materials
- Memberships in associations and professional organizations (form required)
- Professional coaching

*Tenure track faculty only.

Updated On: 10/26/26

Student Employees

- Memberships in associations and professional organizations (financial compliance and form required)
- Registration and travel to present research at a conference
- Registration and travel to attend a professional development conference (financial compliance approval required)
- Trainings and workshops (HR approval required)
- Books and other instructional/learning materials

Policies

Board of Regents Policy Manual
Official Policies of the University System of Georgia

8.2 General Policies for all Personnel
8.2.15 Career Development
The Board of Regents is committed to the continued professional growth and development of University System of Georgia (USG) personnel. Faculty, staff, and administrators are encouraged to participate in development activities and study. Career development opportunities may include, but are not limited to, the following:
Tuition Assistance Program;
Courses offered through Continuing Education;
Courses offered through a Technical College System of Georgia (TCSG) institution;
External professional programs and conferences; and,
System-wide or institution faculty and staff professional development programs.

Each USG institution shall commit an appropriate amount of funds for faculty and staff development, which will be matched by state appropriated funds to the extent that funds are available.